

APPLICATION PACKET

To register for the PEM examination, candidates must complete an application. Please visit our website below for a copy of the application form. Completed applications are due at least 45 days before the examination. Candidates eligible to take the exam will be notified of their eligibility and will be provided a study guide and information regarding the location and time of the exam.

For more information on the PEM program or to download an application please visit our website at:

<http://www.in.gov/dhs/2618.htm>



**INDIANA
DEPARTMENT OF
HOMELAND
SECURITY**

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PROFESSIONAL EMERGENCY MANAGER CERTIFICATION



PROFESSIONAL EMERGENCY MANAGER

OBJECTIVES/PHILOSOPHY

The Professional Emergency Manager (PEM) program was created to raise and maintain professional standards; it is a program to certify achievements within the Emergency Management profession. Any emergency management professional who meets the requirements is welcome to participate. Participants do not need to be an emergency manager to complete the program, however, a comprehensive knowledge of the profession is recommended.

CERTIFICATION ADVISORY COMMITTEE

Development of the program is supported by the Indiana Department of Homeland Security (IDHS) and the Emergency Management Alliance of Indiana (EMA). Certification is administered through IDHS.

PROGRAM LEVELS

Professional Emergency Management certification consists of three levels building on emergency management competencies—Basic, Senior, and Master. Coursework for each level can be completed in any order, however, candidates must successfully pass the Basic Level examination before moving to the Senior Level examination, and the Senior examination before the Master Level. Candidates must also make numerous contributions to the emergency management profession. These contributions are listed in the PEM *Program Details* booklet.

COMPETENCIES

Research indicates emergency managers require a wide variety of competencies to be effective. Based on recent research conducted by, among others, the Federal Emergency Management Agency's (FEMA) Emergency Management Institute and the International Association of Emergency Managers, IDHS's PEM program seeks to address a plethora of competencies, through both coursework and extra curricular contributions to the profession. Competencies identified include team leadership, decision making, critical thinking and problem solving, teamwork, organization, coordination, logistics, budgeting, grant writing, general management, hazard and risk assessment, vulnerability assessment, emergency communication, planning, ethics and legal issues, policy making, public speaking and presentation skills, knowledge of government operations, knowledge of natural and manmade disasters, and knowledge of weapons of mass destruction, terrorism, and hazardous materials. Contributions to the profession include elements in support of leadership, membership, service, speaking, teaching, publication, course development, legislative contact, special recognition, and technology.

CERTIFICATION MAINTENANCE

Certification is valid for 2 years from date of issue. PEMs must complete 48 hours of continuing education and submit documentation to the PEM Coordinator every 2 years prior to the expiration date to maintain PEM certification. No more than 24 hours in the same subject area may be used for continuing education credit, i.e. Bio-terrorism, Agro-terrorism, Weapons of Mass Destruction, Law Enforcement topics, Fire Service topics, Emergency Medical Services topics, Natural Disasters, Hazmat, etc. The following is a list of what constitutes continuing education credit:

All students must successfully complete a minimum of

24 classroom contact hours* of emergency management, homeland security, or emergency preparedness training.

PEMs may complete all 48 hours of continuing education in a classroom environment or;

- ◇ May receive up to 8 hours of credit for successful completion of emergency management, homeland security, or emergency preparedness related conference/workshop attendance.
- ◇ May receive up to 8 hours of credit from an accredited college for successful completion of an emergency management, homeland security, emergency preparedness, or public safety-related course.
- ◇ May receive up to 8 hours of credit for successful completion of online, independent study, or distance learning courses on emergency management, homeland security, or emergency preparedness related topics.
- Online credit will be granted for courses from the following agencies:
 - ◇ Federal Emergency Management Agency
 - ◇ US Department of Homeland Security Office of Grants and Training— sponsored courses
 - ◇ Indiana's Learning Management System

* 1.0 Continuing Education Unit (CEU)= 10 contact hours